

Rec'd the attached 5/12/82 approx. 1500 hrs.
in its present state(already opened).

Jerry

[redacted] I have investigated this with [redacted]

7G 15, envelope was opened by a rather new
employee in his office 7G 15. He has reissued
new instructions to his office personnel,
again.

Jim P

TRANSMITTAL OF MATERIAL

☐ This transmittal may be downgraded to upon removal of the enclosure (s).

TO
CENTRAL INTELLIGENCE
AGENCY
OFFICE OF CURRENT
INTELLIGENCE
ROOM 7G15
LANGLEY, VA 20505
FOR ADMIRAL INMAN

CHIEF

CONTROL NUMBER

PREPARATION DATE

28 APR 82

REMARKS

CONTRACT NUMBER

10	NUMBER
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Ε.Δ.

25x1

RECEIPT

25x1

DA-	PROCESS
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WEIGHT

NAME(S)

ITEM NO. (bundle)	COPY NUMBER/ SERIAL NUMBER	UNCLASSIFIED TITLE/DESCRIPTION (Ref: Correspondence Manual 10-2, Aug 78)	ABBREVIATED CLASS. OF ITEM	TYPE
1		NOTE DTD 23 APR 82	(CONF)	
-----NOTHING FOLLOWS-----				
		<p>Item rec'd 5/12/82 approx.1500 hrs. already opened. Item was personal & private for Adm. Inman.</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 10px auto;"></div> <p style="text-align: center; font-size: 2em; margin-top: 20px;">287</p> <p style="text-align: center; font-size: 1.5em; margin-top: 20px;">CONFIDENTIAL</p>		25X1

25x1

DO NOT STAMP RECEIPT PORTION WITH CLASSIFICATION MARKING

1287

INSTRUCTIONS

1. Form A1295 receipt will be prepared in duplicate by the originator of any classified correspondence. *(One to be included in the first wrap and one to be retained by originator).*
2. The classification will be stamped at the top and bottom of the transmittal portion of the form in the appropriate block. Caveats should be stamped in lower classification block above perforation. Codeword information will never appear on the transmittal.
3. Add a control/receipt number to the "CONTROL" Block. Complete "FROM" block.
4. List each separate item controlled by a separate number.
5. Give an unclassified description, of material in the "TITLE/DESCRIPTION" block, and state the classification of the material in the classification block.
6. Include originating element organization designator in the "To" block at the bottom of receipt. Also repeat assigned "Control/Receipt Number" at the bottom.
7. If contractor material is involved, add contract number in appropriate block. Also furnish additional copy of A1295 for L221, if controlled by L221.
8. Type complete address in "To" block unless addressee is listed in USSID 505. *(If so, SIGAD's or short titles may be used.)*
9. Type or print name of individual preparing form. Sign in ink in the "SIGNATURE" block.

(Additional instructions covering marking of Letters of Transmittal are provided in Chapter II, Para 35.b., Classifications Manual 123-2)